

OhioBuys | Support Channels

Agency Website

procure.ohio.gov/agencytraining

One source for:

- Video Overviews
- Training Catalog with step-by-step Job Aids and Learner Guides
- Ongoing Training Schedule
- Office Hours Registration
- Supplier Guidance
- User Tips & FYI
- Procurement Glossary

OhioBuys Agency Training

Training for OhioBuys Agency users depends on your agency role and job function.

Latest Enhancement & Training Updates
Latest enhancements to OhioBuys as well as training materials are listed here for reference.

OhioBuys Video Overviews
This library of short videos demonstrates key processes within OhioBuys.

OhioBuys Agency Training Catalog
Catalog of all Learner Guides and Job Aids for agency users.

OhioBuys Ongoing Training
More information and schedule for ongoing OhioBuys instructor-led virtual courses.

Office Hours
Learn how to sign up for office hours following completion of OhioBuys training courses.

Supplier Catalog Guidance
Guide to unique processes when using supplier punch-out catalogs.

OhioBuys User Tips & FYI
General questions from users are captured and provided as either "For Your Information" or a user "Tip".

Procurement Glossary
Glossary of both OhioBuys and procurement terms and acronyms.

OhioBuys Ongoing Training

Ongoing OhioBuys training is scheduled through September 2022. See the below schedule for a list of upcoming sessions. Users can register for these sessions directly in OhioLearn if they were unable to attend OhioBuys training or would like a refresher course on a particular topic. If your agency has a topic request for training or needs solicitation and/or contract training, please notify the project at: OPS.TrainingAcademy@das.ohio.gov.

OhioBuys Ongoing Training Schedule

Time	Course Title	Capacity	Class Type	Audience
Wed, 10/12 9AM - 3PM	Creating and Managing Solicitations	20 Seats	Virtual Instructor-Led Hands-On Training	Agency Contract Analysts, Agency Procurement Managers, Template Managers, Agency Admins
Thurs, 10/13 9AM - 3PM	Creating and Managing Solicitations	20 Seats	Virtual Instructor-Led Hands-On Training	Agency Contract Analysts, Agency Procurement Managers, Template Managers, Agency Admins
Fri, 10/14 9AM - 3PM	Creating and Managing Contracts	20 Seats	Virtual Instructor-Led Hands-On Training	Agency Contract Analysts, Agency Procurement Managers, Template Managers, Agency Admins
Mon, 11/7 10AM - 11AM	Approving Requisitions	50-100 Seats	Webinar	Supervisors, Approvers (Procurement, Fiscal, Final), Additional Approvers, Agency
Tues, 11/8 9AM - 3PM	Creating and Managing Solicitations	20 Seats	Virtual Instructor-Led Hands-On Training	Agency Contract Analysts, Agency Procurement Managers, Template Managers, Agency Admins
Wed, 11/9 9AM - 3PM	Creating and Managing Solicitations	20 Seats	Virtual Instructor-Led Hands-On Training	Agency Contract Analysts, Agency Procurement Managers, Template Managers, Agency Admins
Thurs, 11/10 9AM - 3PM	Creating and Managing Contracts	20 Seats	Virtual Instructor-Led Hands-On Training	Agency Contract Analysts, Agency Procurement Managers, Template Managers, Agency Admins
Mon 12/5 10AM - 11AM	Approving Requisitions	50-100 Seats	Webinar	Supervisors, Approvers (Procurement, Fiscal, Final), Additional Approvers, Agency

Ongoing Training

procure.ohio.gov/ongoingtraining

Ongoing training courses are available by function.

Office Hours

<https://procure.ohio.gov/officehours>

Schedule time with a specific trainer to work through a live transaction. You must have completed training to schedule office hours.

OhioBuys Office Hours

Select service

OhioBuys Office Hours - Full Hour 1 hour

OhioBuys Office Hours - Half Hour 30 minutes

Select time

< > October 2022

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

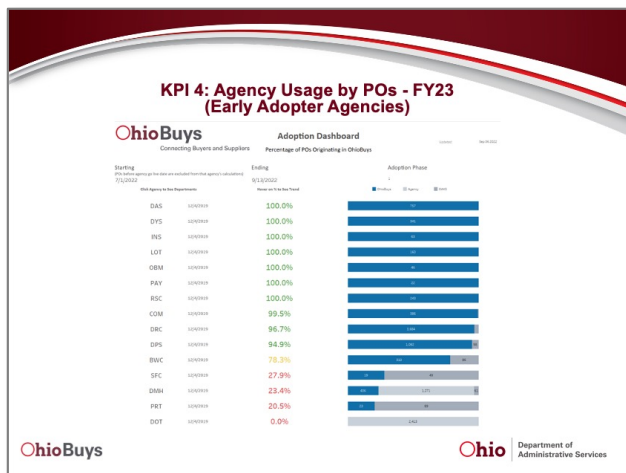
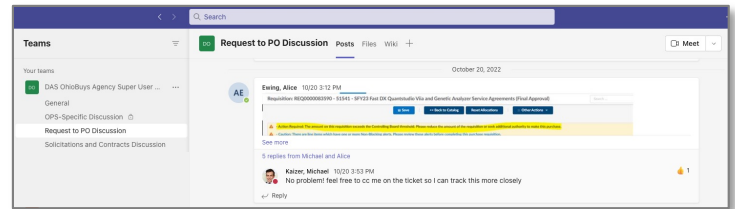
Select a service and date to see available times.

OhioBuys | Support Channels

Super User Group Teams Forum

By invitation only, please contact your Agency Admin for more details.

Provides an additional resource for leads/super users to discuss questions with other agencies and receive additional training support.



Monthly Sustainment Meetings

By invitation only, please contact your Agency Admin for more details.

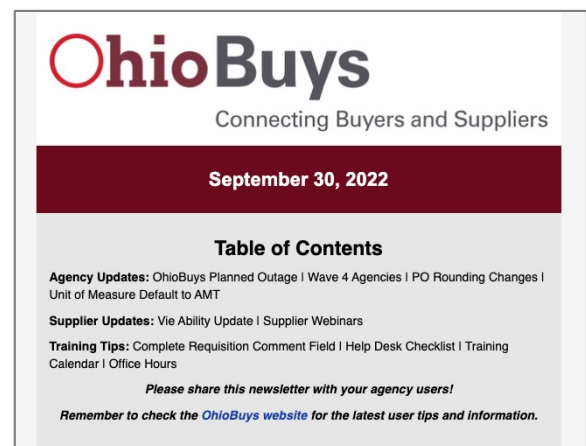
Reviews and discusses recent system enhancements, forthcoming upgrade details, open agency questions/answers, as well as adoption and usage KPIs.

Newsletter

procure.ohio.gov/agencyinfo

Sent to Agency Admins and Super Users who can forward to additional agency users.

A monthly update that details key functionality, supplier activity, training, and more.



Support Information:

OBM Shared Services Center
614-338-4781 or 1-877-644-6771
OR

OBM.SharedServices@OBM.Ohio.Gov

Remember to put "OhioBuys" in the subject line!

HelpDesk

OBM.SharedServices@OBM.Ohio.Gov

Primary contact for log in, processing, or functional issues.